

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 30 April 1980

6 November 1979

OFFICE OF PERSONNEL NOTICE NO. 20-79-19

SUBJECT: Charter for the Office of Personnel Advisory Group

1. The purpose of this charter is to restate the formal relationship between the Director of Personnel and the Office of Personnel Advisory Group (OPAG).

2. Responsibilities

The Director of Personnel will support OPAG in the performance of the following responsibilities:

a. Serve as a focal point for the receipt of viewpoints and ideas from MP careerists relating to the Sub-Career Group.

b. Act as a sounding board for the Director of Personnel who will refer issues to it for comment.

c. Identify issues or problems and initiate independent research efforts toward formulating recommendations or solutions for consideration by the Director of Personnel.

d. Review current procedures in all phases of personnel management and recommend to the Director of Personnel new ways of doing things in order to improve efficiency and effectiveness.

e. Provide MP careerists with periodic written communications to help keep them abreast of current OP activity.

f. Perform other related services as directed by the Director of Personnel.

3. Eligibility, Selection of Membership, and Terms of Office

a. Eligibility: All MP careerists GS-07 through GS-13 are eligible for membership in OPAG.

b. Selection: As vacancies occur, OPAG will nominate suitable candidates to fill the vacancies. The OPAG chairperson will contact the individuals nominated and invite them to become members. The chairperson will notify the Director of Personnel of changes in membership.

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c. Membership: The panel will consist of ten members of the MP Subgroup.

d. Term of Office: A term of office will be 18 months from the date of acceptance of membership. Multiple terms of service on OPAG are permissible but may not be consecutive. A departing member is responsible for briefing his/her replacement on all aspects of OPAG in order to insure a smooth turnover.

e. Term of Office and Duties of OPAG Chairperson: The membership of OPAG will elect a chairperson to serve a six-month term. The chairperson will be responsible for setting the times and places of meetings, preparing agendas, conducting all official meetings, representing OPAG to the Director of Personnel, and maintaining official records of OPAG business.


#### 4. Meetings

The Panel will meet at least twice monthly at a time and place designated by the chairperson. The Director and Deputy Director of Personnel will be invited to attend meetings.

#### 5. Charter Amendments

This charter may be amended by majority vote of the membership, subject to final approval by the Director of Personnel.

STATINTL

  
Harry E. Flyzwater  
Director of Personnel